



Code: 9106
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty Series

CLASS TITLE: POLICE CADET

CHARACTERISTICS OF THE CLASS

The Police Cadet Program provides an opportunity for individuals interested in pursuing a career in law enforcement to obtain valuable work experience in a law enforcement environment. Cadets are given rotating assignments in the Police Department's districts, field offices and central headquarters.

ESSENTIAL DUTIES

- Performs clerical duties such as maintaining files and records, processing forms, gathering and organizing documents, and typing and photocopying documents
- Answers telephones, responds to general inquiries regarding police programs and routes specific calls to appropriate personnel
- Assists in processing case reports and compiling data for use in various productivity and manning reports
- Creates spreadsheets and maintain databases to track data
- Searches computer and manual records to verify or obtain requested data
- Attends community alternative policing strategy (CAPS) meetings and outreach events to distribute informational flyers and provide information to youth on the Police Cadet Program
- Assists police officers with manual tasks or clerical support at special events or police programs, as required
- Participates in a physical fitness program

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must be between the ages of 18 and 21 and enrolled in a nationally or regionally accredited college or university that grants Associate's and Bachelor's degrees

Licensure, Certification, or Other Qualifications

- Individuals selected for the program must maintain an academic schedule of a minimum of 20 semester hours or 30 quarter hours per year and a minimum grade point average of at least 3.0/5.0 or 2.0/4.0.
- Graduates of the Chicago Police and Firefighter Training Academy will be given priority in processing
- Successful candidates must pass a structured interview, background check, and drug screening

WORKING CONDITIONS

- General office environment
- Physical fitness environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- general office and clerical procedures and practices
- applicable computer equipment and software
- department programs and operations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2017